

# Glossary

## A

**active** Describes the status of a given file number that is currently available for assignment.

**ASI TOPPS II** Software used by providers to collect client assessment data at the time of admission into the treatment program.

## B

**batch key** A unique number assigned to a file when transactions are submitted to CalTOP via the batch submission process. It appears on the confirmation e-mail and you can use it to view details for that file.

**browser** Any of the many software programs available for navigating the internet and viewing Web sites.

## C

**CalTOP** California Treatment Outcome Project. A Department of Alcohol and Drug Programs application designed to improve the system of care for clients receiving publicly funded alcohol and other drug (AOD) treatment and recovery services in California.

**client side error** Errors you might receive when you submit a record with an invalid selection or entry, or leave a required field blank. A Client Side Error will appear within a message box, and only one error will be displayed at a time.

## D

**default** Describes the status of a given file number that will be automatically assigned to new transactions for that client .

**digital signature** Like a written signature, this electronic function identifies who is sending an outgoing e-mail message. You must digitally sign all ASI TOPPS II and ASCII file e-mail submissions to CalTOP.

## E

**ECXpert** A program that manages e-mail transmissions, such as ASI TOPPS II transactions or ASCII file submissions, between each authorized CalTOP provider or county and ADP.

**encrypt** A way to make information secure from viewing while it is being transmitted.

**export** To transport information from one system or program to another.

## F

**field** A single data element. For example, **Client First Name** or **Type of admission**.

**file number** A user-assigned identification number for a client. One or more File Numbers can be assigned to a client once the Client ID Number has been assigned by CalTOP.

**form** In CalTOP, a structured window (screen) with predefined areas for you to enter or update information. For example, in CalTOP, the *Admission* form contains fields for you to enter information about your client's admission.

## H

**home page.** When you type a Web site address (a URL), the first, or home, page is displayed. The home page of a Web site acts as an entry point, a

central location for you to access information on the site.

## I

inactive Describes the status of a given file number that is currently not available for assignment.

## L

link An element of Web programming that allows you to move non-sequentially through related topics by clicking when the cursor is over objects or text on Web pages. Links using text are underlined, such as the [Forms](#) link on the CalTOP Navigation bar.

## P

provider profile A description that identifies the current CalTOP user. The user can be a specific provider facility or a county, but not both.

## R

record A single entry of data that is comprised of fields. In CalTOP, each record has a unique Transaction ID.

## S

server a) Software that allows a computer to offer a service to another computer. Other computers contact the server program by means of matching client software. b) The computer on which the server software runs.

server side error Errors you might receive when there are conflicts between data you have entered. (e.g. a male client who is pregnant). One or more server side error messages can appear at the top of the form after the Submit button has been clicked.

## T

transaction ID A unique, CalTOP-generated number assigned to a successfully submitted transaction or to a working copy of a transaction.

transaction list detail A page that displays a list of all submitted and working copy transactions entered for a client or a specific file number associated with a client.

## W

working copy A version of a transaction that has not been entered into the CalTOP database. You may want to create a working copy of a transaction if you do not have all the information to complete a form, or if you choose to finish data entry at another time.